



RECORDS CLERK I

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of routine clerical duties involved in the transcription, processing and filing of police related information.

Distinguishing Characteristics:

This is the entry-level class in the Records Clerk series. This class is distinguished from the Records Clerk II by the performance of the more routine clerical tasks and duties assigned to positions within the series and the lack of public contact. These tasks and duties include data entry, some transcription, document imaging (scanning), using a variety of computer programs, and performing quality control related functions. Assignments are generally limited in scope, and duties are standardized and within clearly defined procedural framework.

Supervision Received and Exercised:

Receives immediate supervision from higher level Police Department supervisors or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Log reports into a computerized tracking system.
- Scan police reports and other associated documents using optical scanning equipment and verify that all pages are legible prior to purging.

*Effective November 1988
Revised February 1999
Title change January 2002
Revised salary range February 2002
Revised March 2003
Revised May 2005 (update minimum qualifications)*

CITY OF TEMPE
Records Clerk I (continued)
Police Department

- Organize materials according to priority; refer to established procedural guidelines in carrying out assignments.
- Perform data entry of information from police reports into existing computerized records management system.
- Perform quality control checks on submitted police reports checking for accuracy in a variety of areas and consulting with officers, detectives and supervisors as needed regarding discrepancies, missing forms or information, etc.
- Type correspondence or memoranda as necessary.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Experience with Microsoft Word or similar computer program.

Training:

Equivalent to the completion of the twelfth grade supplemented by English or clerical courses or a related field.

Additional Requirement:

Must pass police polygraph and background examination.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 1221

FLSA: Non-Exempt

*Effective November 1988
Revised February 1999
Title change January 2002
Revised salary range February 2002
Revised March 2003
Revised May 2005 (update minimum qualifications)*